#### OFFICE OF CRIMINAL JUSTICE PLANNING

# VIOLENCE AGAINST WOMEN ACT (VAWA) S\*T\*O\*P (SERVICES\*TRAINING\*OFFICERS\*PROSECUTORS) RAPE CRISIS CENTERS (RCC) PROGRAM REQUEST FOR PROPOSAL (RFP)

#### **Proposal Checklist and Required Sequence**

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted. Failure to include any of the following elements may result in disqualification of the proposal.

PROJECT NARRATIVE (Programmatic Instructions)

- ( ) GRANT AWARD FACE SHEET (General Instructions)
   ( ) PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (General Instructions)
  - Problem Statement
  - Plan

( )

- Services
- Human Relations Training
- Objectives and Activities
- Project Summary
- Implementation
  - Agency Administration
  - Agency Coordination
  - Operational Agreements
- ( ) PROJECT BUDGET (General Instructions and Programmatic Instructions)
  - Budget Narrative
  - Budget Forms OCJP A303a, A303b, A303c
- ( ) PROPOSAL APPENDIX (Programmatic Instructions)
  - Service Area Map
  - 40-hour Sexual Assault Counselor Training Agenda
  - Organizational Chart
  - Operational Agreements

# OFFICE OF CRIMINAL JUSTICE PLANNING VIOLENCE AGAINST WOMEN ACT (VAWA) S\*T\*O\*P (SERVICES\*TRAINING\*OFFICERS\*PROSECUTORS) RAPE CRISIS CENTER (RCC) PROGRAM

#### PROGRAMMATIC INSTRUCTIONS

#### A. PROPOSAL DUE DATE

#### THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:

DATE: Thursday, October 2, 1997 TIME: No later than 5:00 p.m.

#### **B. CONTACT INFORMATION**

Questions regarding this Request for Proposals should be directed to the Sexual Assault Branch at (916) 324-9120.

#### C. ELIGIBILITY CRITERIA

In order to be eligible for funding, applicants must be a nonprofit, nongovernmental victim service organization that assists victims of sexual assault and/or domestic violence **and** be located in, or adjacent to, one of the areas which have been named for funding. These areas are the unserved/underserved portion(s) of the following:

- 1. Fresno County;
- 2. The eastern portion of San Bernardino County;
- 3. The eastern portion of San Diego County;
- 4. The eastern portion of Kern County; and
- 5. The northern portion of Los Angeles County (one project to service the northwestern area and a second project to serve the northeastern area).

#### D. FUNDING CYCLE AND DURATION

- 1. Grant Award Period The start-up grant period (first year) is from November 1, 1997 to September 30, 1998 (eleven months). It is anticipated that each and every subsequent grant award period (year of funding) under this program will be a full 12 months. An Application for Continuation Funding must be submitted for the next year of funding. Continuation funding is contingent upon satisfactory performance and subject to the availability of funds.
- 2. Grant Award Amount The amount for which applicants may apply is \$162,520 for the eleven month period. Applicants should use this amount when preparing their budgets. Because the new projects will experience some one-time start-up costs in the first year, it is anticipated that the grant award amounts may be reduced in subsequent grant years.

#### **B. PROGRAM INFORMATION**

1. Source and Use of Funds - The Violent Crime Control and Law Enforcement Act of 1994,

signed into law by President Clinton on September 14, 1994, amended the Omnibus Crime Control and Safe Streets Act of 1968 and created the Violence Against Women Act (VAWA) at Title IV. The source of funds for this program is the Law Enforcement and Prosecution Grants to Reduce Violence Against Women Program (renamed Services\*Training\*Officers\* Prosecutors (S\*T\*O\*P) Formula Grant Program by the Department of Justice) located at 42 U.S.C. 3796gg - 3796gg-5. The purpose of the S\*T\*O\*P Formula Grant Program is to assist State and local governments to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women (including sexual assault, domestic violence and stalking).

- 2. Purpose of this Request For Proposals Through OCJP's extensive work with the 72 funded rape crisis projects in California, it has become apparent that there are a number of underserved areas that fall within or beyond the service areas of existing centers. Some of these areas are underserved because they have a single rape crisis center which serves a population of more than 1,250,000; some are underserved because they have a single center serving an area in excess of 4,000 square miles; and some are underserved because of their geographic characteristics (mountains, forests, desserts, inclement weather, etc.). Although there may be more underserved areas identified in the future, the state legislation which provides for this program names six specific underserved areas which critically need an additional rape crisis center to adequately serve the victims in that area. The purpose of this RFP is to solicit proposals from eligible applicants to open one fully funded rape crisis center in each of the six identified underserved areas.
- 3. <u>Funding Priorities</u> Applicants must apply under one of the following categories:
  - **Category A:** Rape crisis centers which have been providing services to sexual assault victims in accordance with OCJP's Service Standards for the Operations of Rape Crisis Centers (Service Standards) (Attachment A) for at least two years.
  - **Category B:** All other nonprofit, nongovernmental victim service organizations which assist victims of sexual assault and/or domestic violence.

Funding preference will be given to all Category A applicants which score in a fundable range, even if that score is less than a competitor in Category B.

- 4. <u>Prohibited Activities</u> Project funds may NOT be used to pay for any part of forensic examinations performed or provided pursuant to a report of a sexual assault; medical treatment; medical personnel; the use of a medical/evidentiary facility; or the purchase of medical/evidentiary equipment (e.g., colposcope).
- 5. Program Guidelines The Service Standards, which are an excerpt of the California Sexual Assault Victim Services and Prevention Program Guidelines, are provided in Attachment A. The Service Standards, created pursuant to California Penal Code Sections 13836, 13836.1, and 13837 (Attachment B), set forth the programmatic and administrative requirements for OCJP rape crisis center grantees and should be reviewed thoroughly in order to prepare a proposal which is responsive to this RFP. A complete version of the program guidelines is available upon request from the Sexual Assault Branch. It is important to note that all the information which is necessary for submitting a proposal is contained in this RFP.

#### F. PROJECT NARRATIVE INSTRUCTIONS

- Do not exceed the space limitations indicated for each section.
- All responses are to be single-sided on white paper.
- Entitle each page with the appropriate section heading.

The Project Narrative should provide a complete description of the proposed project.

#### 1. Problem Statement (Two page limitation)

Thoroughly describe the nature and degree of the problem of sexual assault in the applicant's proposed service area. Do not include generic information on rape as a national/societal issue, Rape Trauma Syndrome, or the effects of sexual assault on victims. Support the problem statement with statistical information from the service area. At a minimum, this information must include: service area population data and sexual assault crime data reported by local law enforcement agencies, the project, medical treatment facilities, and other sources.

The Proposal Appendix must include one legible map which clearly shows the following: a) boundaries of the service area; b) the applicant agency's location; and c) the anticipated location of the proposed project.

#### 2. Plan

This section of the proposal should focus on how the mandated services will be addressed by the applicant agency. Responses must be thorough and conform to requirements delineated in the Service Standards (Attachment A), California Evidence Code Sections 1035 through 1036.2 addressing Sexual Assault Victim-Counselor Privilege (Attachment C), and the Confidentiality section of the Program Guidelines (Attachment D).

#### a. Services

#### 1) 24-Hour Crisis Line (Two page maximum)

- Describe how the 24-hour crisis line will be operated.
- Describe the methods utilized for handling in-coming calls.
- Describe who will answer the crisis line and at what location (during business hours as well as evenings and weekends).
- Describe back-up procedures used to ensure 24-hour coverage if the crisis line worker is unavailable.

#### 2) Crisis Intervention Services (Two page limitation)

- Describe who provides this service and their minimum training requirement.
- Describe the methods used to provide crisis intervention services.
- Describe the project's practice regarding response-time frames.
- Describe the project's 40-hour sexual assault training program (including topics and hours) for staff and volunteers.
- Describe the sexual assault training manual, who receives this manual and when.

- Describe how the crisis line counselors are supervised, who supervises them, and the training of the person providing this supervision.
- Describe the content and purpose of in-service training programs for staff and volunteers.
- Describe who provides the training and their qualifications.
- Provide a 40-Hour Sexual Assault Training Agenda in the Proposal Appendix which shows, at a minimum, the topics to be covered and the number of hours devoted to each topic. The topics which must be covered are delineated in the Service Standards (Attachment A).

#### 3) <u>Follow-up Counseling Services</u> (One page limitation)

- Describe the methods used to provide follow-up counseling services.
- Describe the project's practice regarding time frames for these contacts.
- Describe who provides this service and their minimum training.

#### 4) In-Person Counseling Services (Two page limitation)

- Describe the methods used to provide in-person counseling.
- Describe who provides this service and their minimum training requirement.
- Describe where these services are provided and the setting where this occurs.
- Describe who receives this service, when it is provided, and the average number of counseling sessions per client.
- Describe the referral procedures to be used if long-term counseling is referred out, and include an Operational Agreement with the referral agency(ies) in the Proposal Appendix. Please refer to Attachment E for a sample Operational Agreement.
- Describe the screening and selection processes for establishing the long-term counseling referral list.
- Describe the point at which clients are referred and to whom.

#### 5) Accompaniment Services (One page limitation)

- Describe the methods used to provide accompaniment services.
- Describe who provides this service and their minimum training requirement.
- Describe where these services are provided and when this occurs.
- Describe the referral procedures to be used if accompaniment is referred out, and include an Operational Agreement with the referral agency(ies) in the Proposal Appendix. Please refer to Attachment E for a sample Operational Agreement. Please note: The Service Standards require that Accompaniment services be available on a 24-hour basis. Operational Agreements for this service MUST address this requirement.

This response should <u>not</u> be the same as that provided in the Advocacy section. The description for Accompaniment services should show an understanding of what this service entails and how it differs from Advocacy services.

#### 6) Advocacy Services (One page limitation)

Describe the methods used to provide advocacy services.

- Describe who provides this service and their minimum training requirement.
- Describe where these services are provided and when this occurs.
- Describe the referral procedures to be used if advocacy is referred out, and include an Operational Agreement with the referral agency(ies) in the Proposal Appendix. Please refer to Attachment E for a sample Operational Agreement. **Please note:** The Service Standards require that Advocacy services be available on a 24-hour basis. Operational Agreements for this service MUST address this requirement.

This response should <u>not</u> be the same as that provided in the Accompaniment section. The description for Accompaniment services should show an understanding of what this service entails and how it differs from Advocacy services.

#### 7) Information and Referral Services (One page limitation)

- Describe the provision of sexual assault information and referral services.
- Describe who provides this service and to whom it is provided.
- Describe the resource section of the training manual provided to staff and volunteers and when they receive it.
- Describe how this information is kept current.
- Describe screening and selection procedures established for referral resources.

#### 8) <u>Community Education Programs</u> (One page limitation)

- Describe the approach the applicant will take to provide education and raise awareness in the service area regarding sexual assault.
- Describe outreach efforts directed toward special population groups such as minorities and mentally or physically disabled.
- Describe program content modifications for elderly, child, and teen audiences.
- Describe the sexual assault specific training of these presenters, as well as any training provided which develops public speaking/presentation skills.

#### b. Human Relations Training (One page limitation)

Human relations training must focus on the provision of sexual assault services directed toward groups who have experienced discrimination and prejudice <u>and</u> must be provided in addition to the initial 40-hour sexual assault counselor training.

- Describe specific population groups in the service area who have experienced discrimination and prejudice.
- Describe the topics and content of the training.
- Describe when the training will be provided.
- Describe who will provide the training and their pertinent expertise.

#### c. Objectives and Activities (One page each)

There are seven mandatory Objectives for Rape Crisis Centers funded under this program. Activities describe steps necessary to achieve the Objective. Each activity must indicate the anticipated time frame and the staff who will complete the activity. List Objectives on the

left side of the page and Activities on the right side, as the following example illustrates:

#### Objectives

# 1. To provide Crisis Intervention services to 250 sexual assault victims from November 1, 1997 through September 30, 1998.

1) To provide Crisis Intervention services to

#### Activities

- 1.1 Project Director will hire and train a Client Services Coordinator by 1/15/98.
- 1.2 Client Services Coordinator will recruit a group of volunteer trainees through Public Service Announcements, flyers, and community ed contacts by 2/15/98.
- 1.3 Client Services Coordinator will recruit a group of volunteer trainees through Public Service Announcements, flyers, and community education contacts by 2/15/98.
- 1.4 Project Director and Client Services Coordinator will provide 40-hour sexual assault training to volunteer trainees by 4/1/98.
- 1.5 Project Director will assure 24-hour crisis line coverage in the interim by contract with XYZ Rape Crisis Center (who has established crisis line and trained counselors) by 12/1/97.

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Use a separate page for each Objective. Objectives and Activities may be single-spaced. For each Objective, insert the number to be served during the grant year. The following Objectives, worded as shown, are required to be submitted:

1)	November 1, 1997 through September 30, 1998.
2)	To provide <b>Follow-Up Counseling</b> services to sexual assault victims from November 1, 1997 through September 30, 1998.
3)	To provide <b>In-Person Counseling</b> services to sexual assault victims from November 1, 1997 through September 30, 1998.
4)	To provide <b>Accompaniment</b> services to sexual assault victims from November 1, 1997 through September 30, 1998.
5)	To provide <b>Advocacy</b> services to sexual assault victims from November 1, 1997 through September 30, 1998.
6)	To provide <b>Information and Referral</b> services to persons from November 1, 1997 through September 30, 1998

7)	To provide _	Community Education Programs to	attendees from
	November 1	, 1997 through September 30, 1998.	

#### d. Project Summary

The Project Summary form is included as Attachment F of this RFP. This form must be thoroughly and accurately completed according to the following instructions.

- 1) Applicant/Grantee Name: Enter the name from line 1 of the Grant Award Face Sheet.
- 2) Grant Award Amount: The appropriate amount of \$162,520 has been entered.
- 3) Service Area: Enter the service area for which the applicant is applying.
- 4) <u>Category</u>: Indicate the category under which the applicant is eligible to apply.
- 5) <u>Demographic Description of Service Area</u>: For each ethnic group in the service area, enter the number and percent of population and the total population in the service area. Use data from the 1990 Census Report.
- 6) <u>Demographic Description of Project Staff</u>: Provide the ethnicity of the project staff, Board of Directors, and volunteers.
- 7) Forcible Rape Reported by Local Law Enforcement Agencies: Obtain information from local law enforcement agencies or call the Bureau of Criminal Statistics at (8) 227-3509 for current forcible rape incidence data. Indicate the rate of forcible rape for each law enforcement jurisdiction in the service area. To determine the rate per 50,000 divide the forcible rape incidence count by the population in the service area and multiply the outcome by 50,000.
- 9) <u>Project Objectives</u>: Enter the proposed numbers to be served for each Objective. These numbers must match those entered on the Objectives and Activities pages.

**Please note**: At a minimum, centers must serve the same number of sexual assault victims as there are cases of forcible rape (Penal Code Section 261) reported to law enforcement agencies within the project service area during the grant year.

9) Office Hours: Provide information on current or proposed office hours. Two spaces are provided in the event that office hours vary during the week; e.g., Monday-Thursday (8:00 a.m.-5:00 p.m.) and Friday (9:00 a.m.-5:00 p.m.).

#### 10. Implementation

- a. Agency Administration (One page each)
  - 1) History
    - Describe the applicant agency's purpose and mission, and state it's incorporation

date.

- Thoroughly describe the type of Sexual Assault and/or Domestic Violence programs that the applicant has operated, and include the years of operation.
- Include a current Organizational Chart in the Proposal Appendix which shows the relationship between the governing body, project staff and volunteers. Position titles listed in the Organization Chart should be consistent with those discussed in the Budget Narrative and listed on the Budget pages.

#### 2) Fiscal Management Procedures

Agencies which accept funds from OCJP must maintain a fiscal management system which is effective and ensures the integrity of the funds. With this in mind:

- Describe the fiscal management procedures used by the applicant.
- Describe how incoming and outgoing funds are processed.
- Describe how grant funds are differentiated from other project funding sources.

#### 3) Data Collection Procedures

- Describe the methods and procedures for collecting and storing data on program Objectives.
- Describe the methods and procedures for collecting and storing data on demographics of victims served.
- Describe the methods and procedures for collecting and storing data on services provided to each victim.
- Describe the methods and procedures for collecting and storing data on the number of community education programs/persons in attendance at each.

#### 4) Client Confidentiality

The Program Guidelines require that rape crisis projects protect the confidentiality of the sexual assault victims they serve to the fullest extent possible under existing law. With this in mind:

- Describe the processes used to ensure that victim confidentiality is protected, including the content of the applicant agency's confidentiality policy.
- Describe how new staff and volunteers are informed of both the statutory confidentiality requirements and those of the applicant agency.

**Please note:** Procedures must conform to Evidence Code Sections 1035 through 1036.2 (Attachment C) and the Confidentiality section of the Program Guidelines (Attachment D).

#### b. Agency Coordination

Describe efforts to coordinate service delivery with all of the following: Law Enforcement agencies (all in service area); Prosecutor's Offices (all in service area); Medical Service Providers which conduct forensic sexual assault exams in the service area; and the

Victim/Witness Assistance Program(s) in the service area. At a minimum, include information on cross training and participation on committees and task forces.

#### c. Operational Agreements

An operational agreement for the current fiscal year with all of the agencies in each of the disciplines listed in Section b. Agency Coordination (above) must be included in the Proposal Appendix.

Operational Agreements must: (1) describe plans for coordination of services; (2) identify who provides which services; (3) specify what those services are; (4) be effective for the current grant year; and (5) be signed and dated by both parties.

#### G. SPECIFIC BUDGET INSTRUCTIONS

The Project Budget section of the General Instructions requires applicants to budget for at least one OCJP-sponsored training session. For the VAWA S\*T\*O\*P RCC Program, this will be the OCJP Victim Services Conference to be held in Sacramento at the Radisson Hotel, April 6-8, 1998. Applicants must budget \$200 for registration (per attendee) and sufficient travel and per diem for at least one staff to attend this conference.

In addition to the Victim Services Conference, a series of five (duplicate), one-day Rape Crisis Project Directors meetings are planned during the grant year. These will be held in Los Angeles, Riverside, Monterey, Redding and Sacramento. Although there will be <u>no</u> registration fee, projects should budget to attend one of the five meetings.

The Project Budget section of the General Instructions also includes information regarding OCJP's match policies. **Please note:** There is no match requirement for the VAWA S\*T\*O\*P Program.

#### H. PROPOSAL APPENDIX

- Service Area Map (see Section F.1., Problem Statement, page 30);
- 40-hour Sexual Assault Counselor Training Agenda (see Section F.2.a.(2) Crisis Intervention Services, page 31);
- Organizational Chart (see Section F.3.a. Agency Administration (1) History, page 35); and
- Operational Agreements (see Section F.3.c. Operational Agreements, page 36).

## THE CALIFORNIA SEXUAL ASSAULT VICTIM SERVICES AND PREVENTION PROGRAM GUIDELINES

#### **Service Standards for the Operations of Rape Crisis Centers**

All OCJP funded rape crisis centers must adhere to these service standards. These service components are central to the operations of rape crisis centers whose mission is to be responsive to the rights and needs of rape/sexual assault victims. Although these services are represented as distinct sets of activities, it is understood that there is considerable overlap and inter-dependency between them. In the following discussion of each criteria, a service standard which is defined as the **minimum level** of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center.

- A. <u>Crisis Services</u> The goal of crisis intervention is to reduce the level of trauma experienced as a result of a sexual assault by assisting victims in strengthening their coping skills through empathetic response and support during the initial contact.
  - 1. Crisis Intervention Services are defined as the provision of initial crisis intervention services to victims of sexual assault.

- a. Centers must maintain a 24-hour, seven day-a-week telephone line using the services of an answering service and/or a call forwarding system. The purpose of this service is to provide crisis intervention services for victims of sexual assault, family or friends, and to receive referrals from law enforcement, hospitals, and community agencies. The crisis line must be staffed at all times by staff or volunteers who are trained to provide crisis intervention and information and referral to sexual assault victims.
- b. A trained staff member or volunteer must be immediately accessible to callers on a 24-hour basis. Immediately accessible means a waiting period not to exceed 10 minutes. Availability of an answering service to take messages is not considered full coverage and does not meet the minimum criteria in this category.
- c. A trained staff member or volunteer is defined as an individual who has successfully completed a minimum of 40 hours of training and participates in-service training programs pursuant to California Evidence Code Section 1035.4(b). See Attachment C for a copy of the statute on sexual assault client/counselor privilege.
  - 3) Centers must provide a minimum of 40 hours of training to staff, volunteers and supervisors in order to meet the statutory requirements for client confidentiality. The

center must issue certificates to qualified sexual assault victim counselors.

- 4) The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; and the provision of services directed toward groups that have experienced discrimination. All of the above subjects must be sexual assault specific.
- 5) A training manual must be developed and provided to each staff member and volunteer staffing the crisis line. The manual must cover the training curriculum listed above and must include policies and procedures for volunteers (Section G., Internal Management).
- 6) Centers must provide a minimum of eight in-service training programs per year for staff and volunteers. The purpose of these in-service trainings is to provide information on topical subjects and to conduct case reviews which are facilitated by individuals who are experienced in providing crisis intervention services to sexual assault victims.
- d. Adequate supervision of volunteers is essential in order to ensure consistent quality of services. Volunteers must be supervised by the staff of the center. This must include a system which requires contact between staff and volunteers within the time frame outlined in the volunteer policies of the individual agency. The purpose of the contact is to report having received a crisis call and to discuss actions taken or methods of proceeding.
- e. Staff and volunteers handle initial client contacts, provide immediate crisis intervention, follow-up contact, and in-person counseling in order to ensure consistent services. If the center does not provide long-term counseling services, the case must be referred to a qualified professional with expertise in sexual assault counseling depending on the needs of the victim. (See Section B. 1. and 4.)
- f. At a minimum, centers must serve the same number of sexual assault victims as there are cases of forcible rape (Penal Code § 261) reported to law enforcement agencies within the center's service area during the grant year. Sexual assault includes, but is not limited to, the following violations listed in the California Penal Code: rape; unlawful intercourse; gang rape; rape by foreign object; spousal rape; attempted rape; assault with intent to rape; sexual battery; oral copulation; sodomy; incest; annoying or molesting a child; lewd or lascivious conduct with a child; and unlawful sexual intercourse, oral copulation or sodomy when consent is procured by fear or fraudulent representation with intent to create fear.
- g. <u>Regular Business Hours</u> The requirement that rape crisis centers maintain regular business hours is based on California Penal Code Section 13837 (Attachment B).
  - 1) All rape crisis centers must maintain "normal business hours". This means rape crisis center offices must be open to the public Monday through Friday for a continuous eight hour period that occurs between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closure during the lunch hour.

- 2) All rape crisis centers must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients or members of the public during their established business hours.
- 3) Rape crisis centers with a full time office worker/secretary/ clerical position must have staff in their office at all times during their business hours.
- 2. <u>Follow-up Crisis Counseling Services</u> are defined as client contact made either by telephone or in-person in order to ensure the continuity of services to that client.

- a. Centers must offer to contact all clients within three working days after the provision of crisis intervention services and shall do so when appropriate and/or according to the needs of the client.
- b. Centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Intervention plans must be modified according to the results of the assessment and may involve the provision of, or the referral to, long-term treatment or self-defense/prevention training.
- c. A minimum of 45% of clients receiving crisis intervention must receive follow-up counseling services. An attempt to provide this service for each client is required.
- 3. <u>In-Person Counseling Services</u> are defined as the provision of one-to-one, face-to-face counseling services for up to ten weeks from the first counseling session.

#### Service Standard

- a. In addition to the provision of telephone counseling, centers must provide one-to-one, face-to-face, short-term counseling services. In order to provide counseling, the service provider must be a trained staff member or volunteer who has received a minimum level of training and supervision. (See Section A. 1. c. and d.)
- b. All sexual assault victims who contact the center's crisis telephone, business office telephone, or business office must be offered in-person counseling services when indicated by the needs of the client.
- 4. <u>Accompaniment Services</u> are defined as escorting or meeting face-to-face with sexual assault clients at appropriate places of their choice.

#### Service Standard

a. Centers must provide for the availability of accompaniment services. This means to provide the service or to make arrangements through other agencies or organizations to provide accompaniment. These services must be available on a 24-hour basis.

- b. Accompaniment services must be provided for sexual assault victims to hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in in-service training programs.
- d. Centers which refer to other agencies for the provision of accompaniment services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered accompaniment services when indicated by the needs of that client.
- 5. <u>Advocacy Services</u> are defined as the process by which rape crisis counselors intervene with other agencies and individuals on behalf of sexual assault victims in order to achieve a particular goal or result desired by that victim.

- a. Centers must provide for the availability of advocacy services. This means to provide the service or to make arrangements through other agencies or organizations to provide advocacy. These services must be available on a 24-hour basis.
- b. Advocacy services must be provided for sexual assault victims with hospitals, law enforcement agencies, district attorneys' offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in in-service training programs.
- d. Centers which refer to other agencies for the provision of advocacy services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered advocacy services when indicated by the needs of that client.
- 6. <u>Information and Referral Services</u> are defined as the provision of information and/or referrals regarding community resources.

#### Service Standard

a. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.

- b. A referral resources list must be developed, maintained, and regularly updated which includes the following: law enforcement agencies, district and city attorneys' offices, medical care providers, mental health treatment facilities, county departments of social services, child protective services, rape crisis centers, domestic violence centers, child sexual abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists with knowledge and expertise in the area of sexual assault.
- c. Referral resources for treatment must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. When appropriate, letters of agreement should be developed between the centers and these resources which clearly delineate the expectations and services of the parties involved, including training, and should be signed by representatives of both agencies.
- B. Post Crisis Services are those services provided once the initial crisis period has passed.
  - 1. <u>Follow-up Counseling Services</u> are those subsequent contacts with clients following the provision of initial crisis intervention services which are intended to meet the continuing counseling needs of the client and/or to offer and arrange a referral related to the client's needs.

- a. Centers must establish intervals during which staff or volunteers will attempt to contact all clients after the initial provision of crisis intervention.
- b. Follow-up counseling also means that centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Counseling intervention plans must be modified according to the results of the assessment.
- 2. <u>Accompaniment Services</u> are defined as escorting or meeting face-to-face with sexual assault clients at appropriate places of their choice.

- a. Centers must provide for the availability of accompaniment services. This means to provide the service or to make arrangements through other agencies or organizations to provide accompaniment. These services must be available on a 24-hour basis.
- b. Accompaniment services must be provided for sexual assault victims to hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in in-service training programs.
- d. Centers which refer to other agencies for the provision of accompaniment services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by

- referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered accompaniment service when indicated by the needs of that client.
- 3. <u>Advocacy Services</u> are defined as the process by which rape crisis counselors intervene with other agencies and individuals on behalf of sexual assault victims in order to achieve a particular goal or result desired by that victim.

- a. Centers must provide for the availability of advocacy services. This means to provide the service or to make arrangements through other agencies or organizations to provide advocacy. These services must be available on a 24-hour basis.
- b. Advocacy services must be provided for sexual assault victims with hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in in-service training programs.
- d. Centers which refer to other agencies for the provision of advocacy services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered advocacy services when indicated by the needs of that client.
- 4. <u>In-Person Counseling Services</u> are defined as the provision of one-to-one, face-to-face, counseling services for more than ten weeks from the first counseling session.
  - a. <u>Long-term Counseling Services</u> are defined as the provision of one-to-one, face-to-face, counseling services provided for longer than ten weeks by non-licensed, peer counselors.

- 1) Centers must make long-term counseling services available. This means to provide the service or to make arrangements through other agencies or individuals.
- 2) Centers that offer long-term counseling services must provide counselors who have a minimum of two years of supervised counseling experience, at least one of which is in rape crisis counseling, or have 40 hours of training and be supervised by a person with the experience described above; or, be a licensed therapist with expertise in Rape Trauma Syndrome.
- 3) A written consent for treatment should be signed by clients prior to the provision of

- long-term counseling services.
- 4) Referral resources for long-term counseling services must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved.
- 5) When clients are referred out of the agency for long-term counseling, a minimum of three choices must be provided. Of these, only one can be staff, an active board member, or a volunteer of the center.
- e. <u>Long-term Therapy Services</u> are defined as the provision of or referral to services provided by licensed therapists or supervised clinical interns with expertise in sexual assault counseling.

- 1) Centers must make long-term therapy services available. This means to provide the service or to make arrangements through other agencies or individuals.
- 2) A written consent for treatment should be signed by clients prior to the provision of long-term therapy services.
- 3) Referral resources for long-term therapy services must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved.
- 4) When clients are referred to private therapists, a minimum of three choices must be provided. Of these, only one therapist can be staff, an active board member, or a volunteer of the center.
- 5. <u>Support Groups</u> are defined as a facilitated group of sexual assault survivors formed to offer information and mutual support.

- a. Centers must provide for the availability of support groups. This means to provide the service or to make arrangements for the provision of these groups through other agencies or individuals.
- b. If the service is provided by the center, the facilitator must be a trained staff member or volunteer who has received the minimum 40-hour training, or is a licensed therapist with expertise in sexual assault treatment, and who receives a minimum level of supervision and has training and experience in facilitating a support group.
- c. Referral resources for the provision of support groups must be selected by staff of the

center. The screening and selection process must include personal interviews of the referral resource. Formal letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved, including training, and must be signed by representatives of both parties. Centers must evaluate the quality of services provided by referral resources annually.

#### C. Agency Coordination

#### Service Standard

Centers must establish themselves as active participants in local public and private service networks in order to provide for timely and comprehensive responses to sexual assault victims' needs.

- Centers must develop and maintain cross-referral arrangements between local hospitals, law
  enforcement agencies, district attorney's office, victim/witness assistance centers, social service
  providers and other community agencies, such as treatment providers. This must be
  documented by a formal letter of agreement regarding cross-referrals, which clearly delineates
  the expectations of each party, including training, and should be signed by representatives of
  both agencies.
- 2. The center must regularly provide and receive training from the above-described agencies.
- 3. Centers must directly assist, or must refer clients to victim/witness assistance centers or private attorneys for assistance in the preparation of victim compensation claims for submission to the Board of Control.

#### D. Human Relations Training

Centers must provide training to all staff and volunteers on a yearly basis on providing services directed toward groups that have experienced discrimination and prejudice. This is in addition to the 40-hour training listed in Section A. 1. c.

#### Service Standard

- 1. This training must focus on educating staff and volunteers regarding groups that have experienced prejudice and discrimination on the basis of race, sex, age, class, religious belief, disability, or sexual orientation and the effect of these practices on service delivery for victims of sexual assault. This training must emphasize the correlation between oppression of any group in our culture and the dynamics of sexual assault.
- 2. Training must be provided by persons who have expertise in the subject area.

#### E. Inclusion of Minority Groups in Services and Operations

#### Service Standard

Centers must include members of minority groups in the services and operations of the project. This means:

- 1. Recruitment that is directed to all minority groups in the service area.
- 2. The center must make every attempt to provide services to members of minority groups which are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
- 3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - c. Evidence or documentation of outreach to local leaders and community groups;
  - d. Outreach to business and professional organizations; and
  - e. Outreach to local colleges and universities.
- 4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.
- 5. The center must provide education programs in the predominant language(s) of the community.

#### F. Administration

#### 1. Paid Staff

- a. The minimum number of initial training hours which must be provided for paid staff is 40 hours.
- b. The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, and criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; training on providing services directed toward groups that have experienced discrimination; and training pertinent to specific staff assignments. All of the above subject areas are to be specific to sexual assault victims.
- c. In addition to the initial 40-hour training program, staff must be offered on-going,

culturally-appropriate training to keep them abreast of current developments and trends in the field of sexual assault.

d. Each new staff person must receive an orientation to the agency which must include, but not be limited to, a job description, personnel policies, and training requirements.

#### 2. Volunteer Staff

#### Service Standard

Every center must maintain up-to-date volunteer policies which must include, at a minimum: leave policies, policies for attendance at in-service training programs and for time commitments, confidentiality policies, policies for travel expense reimbursement, and regular volunteer evaluations. Acknowledgment of receipt and understanding of these policies must be documented by the volunteer's signature.

#### 3. Volunteer Board of Directors

#### Service Standard

a. The board must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal.

"Good faith efforts" should include but not be limited to the following:

- 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
- 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
- 3) Evidence or documentation of outreach to local leaders and community groups;
- 4) Outreach to business and professional organizations; and
- 5) Outreach to local colleges and universities.
- b. A formal selection process must be established for board members.
- c. Directors must be provided with training to include such topics as: the history and goals of the organization; information about funding sources and their general expectations; board member responsibilities including fund-raising; copies of bylaws; articles of incorporation; and personnel policies.

#### C. Internal Management

#### Service Standard

Every center must develop adequate policies and procedures to protect the agency from legal

#### liability.

- 1. Every center must maintain and follow up-to-date bylaws.
- Every center must maintain up-to-date personnel policies designed to protect the rights of staff
  and management. These policies must, at a minimum, include grievance procedures for both
  staff and executive directors; leave policies; work hour and benefit policies; regular staff
  evaluations; policies for setting salaries and salary increases; and policies for
  nondiscrimination.
- 3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records which reflect the actual hours spent on each project according to funding source.
- 4. Centers must maintain records to substantiate the number of clients served, the number of prevention and educational programs provided and the number of attendees.
- 5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, information about funding sources and national, statewide, and local coalitions for rape crisis centers.
- 6. Every center must conform to Generally Accepted Accounting Principles (GAAP).

#### **CALIFORNIA PENAL CODE**

#### § 13836. Establishing Advisory Committee; Legislative Intent.

The Office of Criminal Justice Planning shall establish an advisory committee which shall develop a course of training for district attorneys in the investigation and prosecution of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases and shall approve grants awarded pursuant to Section 13837. The courses shall include training in the unique emotional trauma experienced by victims of these crimes.

It is the intent of the Legislature in the enactment of this chapter to encourage the establishment of sex crime prosecution units, which shall include, but not be limited to, child sexual exploitation and child sexual abuse cases, in district attorneys' offices throughout the state.

#### § 13836.1. Composition of Advisory Committee and Reimbursement of Expenses.

Such committee shall consist of 11 members. Five shall be appointed by the executive director of the Office of Criminal Justice Planning, and shall include three district attorneys or assistant or deputy district attorneys, one representative of a city police department or a sheriff or a representative of a sheriff's department, and one public defender or assistant or deputy public defender of a county. Six shall be public members appointed by the Commission on the Status of Women, and shall include one representative of a rape crisis center, and one medical professional experienced in dealing with sexual assault trauma victims. The committee members shall represent the points of view of diverse ethnic and language groups.

Members of the committee shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties. Staff support for the committee shall be provided by the Office of Criminal Justice Planning.

#### § 13837. Rape Victim Counseling Centers.

The Office of Criminal Justice Planning shall provide grants to proposed and existing local rape, child sexual exploitation, and child sexual abuse victim counseling centers and prevention programs. Grants recipients shall provide appropriate in-person counseling and referral services during normal business hours, and maintain other standards or services which shall be determined to be appropriate by the advisory committee established pursuant to Section 13836 as grant conditions. Rape victim counseling centers shall provide a 24-hour telephone counseling service for sex crime victims. The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated.

In order to be eligible for funding pursuant to this chapter, the centers shall demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other source which may be used to augment any state funds appropriated for purposes of this chapter. Each center receiving funds pursuant to this chapter shall make every attempt to qualify for any available federal funding.

State funds provided to establish centers shall be utilized when possible, as determined by the advisory

committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources. The centers shall maintain quarterly and final fiscal reports in a form to be prescribed by the administering agency. In granting funds, the advisory committee shall give priority to centers which are operated in close proximity to medical treatment facilities.

#### CALIFORNIA EVIDENCE CODE SEXUAL ASSAULT VICTIM-COUNSELOR PRIVILEGE

#### § 1035. "Victim" Defined.

As used in this article, "victim" means a person who consults a sexual assault victim counselor for the purpose of securing advice or assistance concerning a mental, physical, or emotional condition caused by a sexual assault.

#### § 1035.2. "Sexual Assault Victim Counselor" Defined.

As used in this article, "sexual assault victim counselor" means any of the following:

- (a) A person who is engaged in any office, hospital, institution, or center commonly known as a rape crisis center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program in the counseling of sexual assault victims issued by a counseling center that meets the criteria for the award of a grant established pursuant to Section 13837 of the Penal Code and who meets one of the following requirements:
  - (1) Is a psychotherapist as defined in Section 1010; has a master's degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in rape crisis counseling.
  - (2) Has 40 hours of training as described below and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, medicine, societal attitudes, crisis intervention and counseling techniques, role playing, referral services, and sexuality.

## § 1035.4. "Confidential Communication Between Sexual Assault Counselor and Victim" Defined.

As used in this article, "confidential communication between the sexual assault counselor and the victim" means information transmitted between the victim and sexual assault counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the sexual assault counselor is consulted. The term includes all information regarding the facts and circumstances involving the alleged sexual assault and also includes all information regarding the victim's prior or subsequent sexual conduct, and opinions regarding the victim's sexual conduct or reputation in sexual matters.

The court may compel disclosure of information received by the sexual assault counselor which constitutes relevant evidence of the facts and circumstances involving an alleged sexual assault about which the victim is complaining and which is the subject of a criminal proceeding if the court determines that the probative value outweighs the effect on the victim, the treatment relationship, and

the treatment services if disclosure is compelled. The court may also compel disclosure in proceedings related to child abuse if the court determines the probative value outweighs the effect on the victim, the treatment relationship, and the treatment services if disclosure is compelled.

When a court is ruling on a claim of privilege under this article, the court may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege is willing to have present. If the judge determines that the information is privileged and must not be disclosed, neither he or she nor any other person may ever disclose, without the consent of a person authorized to permit disclosure, what was disclosed in the course of the proceedings in chambers.

If the court determines certain information shall be disclosed, the court shall so order and inform the defendant. If the court finds there is a reasonable likelihood that particular information is subject to disclosure pursuant to the balancing test provided in this section, the following procedure shall be followed:

- (1) The court shall inform the defendant of the nature of the information which may be subject to disclosure.
- (2) The court shall order a hearing out of the presence of the jury, if any, and at the hearing allow the questioning of the sexual assault counselor regarding the information which the court has determined may be subject to disclosure.
- (3) At the conclusion of the hearing, the court shall rule which items of information, if any, shall be disclosed. The court may make an order stating what evidence may be introduced by the defendant and the nature of questions to be permitted. The defendant may then offer evidence pursuant to the order of the court. Admission of evidence concerning the sexual conduct of the complaining witness is subject to Sections 352, 782, and 1103.

#### § 1035.6 "Holder of the Privilege" Defined.

As used in this article, "holder of the privilege" means:

- (a) The victim when such person has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.
- (c) The personal representative of the victim if the victim is dead.

#### § 1035.8. When Privilege to Refuse to Disclose Confidential Communication May Be Claimed.

A victim of a sexual assault, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a sexual assault victim counselor if the privilege is claimed by:

- (a) The holder of the privilege;
- (b) A person who is authorized to claim the privilege by the holder of the privilege; or
- (c) The person who was the sexual assault victim counselor at the time of the confidential communication, but such person may not claim the privilege if there is no holder of the privilege in existence or if he is otherwise instructed by a person authorized to permit disclosure.

#### § 1036. When Counselor Shall Claim Privilege.

The sexual assault victim counselor who received or made a communication subject to the privilege under this article shall claim the privilege whenever he is present when the communication is sought to be disclosed and is authorized to claim the privilege under subdivision (c) of Section 1035.8

#### § 1036.2. "Sexual Assault" Defined.

As used in this article, "sexual assault" includes all of the following:

- (a) Rape, as defined in Section 261 of the Penal Code.
- (b) Unlawful sexual intercourse, as defined in Section 261.5 of the Penal Code.
- (c) Rape in concert with force and violence, as defined in Section 264.1 of the Penal Code.
- (d) Rape of a spouse, as defined in Section 262 of the Penal Code.
- (e) Sodomy, as defined in Section 286 of the Penal Code, except a violation of subdivision (e) of that section.
- (f) A violation of Section 288 of the Penal Code.
- (g) Oral copulation, as defined in Section 288a of the Penal Code, except a violation of subdivision (e) of that section.
- (h) Penetration of the genital or anal openings of another person with a foreign object, substance, instrument, or device, as specified in Section 289 of the Penal Code.
- (viii) Annoying or molesting a child under 18, as defined in Section 647a of the Penal Code.
- (a) Any attempt to commit any of the above acts.

#### Attachment D

## THE CALIFORNIA SEXUAL ASSAULT VICTIM SERVICES AND PREVENTION PROGRAM GUIDELINES

#### Confidentiality

"...funded projects must ensure that all staff and volunteers providing victim services meet the definition of a "sexual assault counselor" as specified in California Evidence Code (E.C.) Sections 1035 et seq. (Attachment C). Consequently, projects must provide the minimum training specified in E.C. 1035.2(a)(2) to staff and volunteers <u>prior</u> to provision of direct services to any sexual assault victim.

In order for a sexual assault victim to assert the privilege of confidentiality accorded her/him by this law, the person with whom they communicated must be designated a "sexual assault counselor" and meet the requirements and training specified in E.C. 1035.2 et seq. By ensuring that staff and volunteers meet the definition of a "sexual assault counselor", rape crisis centers are best able to assure this important right to victims. Moreover, persons meeting this definition of "sexual assault counselor" are able to claim the confidentiality privilege under certain circumstances, thus giving sexual assault victims significant added protection."

### **SAMPLE OPERATIONAL AGREEMENT**

the	This O	perational Agreeme	nt stands as evidence that th	e <u>(applicant</u> a	agency) and
believe that implementation of the	the	(agency)	intend to work togeth	er toward the mutual goal of	of providing maximum
believe that implementation of the	availab	ole assistance for crir	ne victims residing in	(jurisdiction)	Both agencies
2. The	believe	that implementation	of the	proposal,	as described herein will
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Project staff being readily available to	I. The	e (applican	t agency) projec	et will closely coordinate the	e following services
through(describe arrangements with the agency);  • Regularly scheduled meetings(how often) between(persons/positions) to discuss strategies, time tables and implementation of mandated services.  * Specifically:  * List specific activities that will be undertaken between the two agencies or other specifics of the agreement.  We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.  For For	With	n the <u>(agency)</u>	through:		
through(describe arrangements with the agency);  • Regularly scheduled meetings(how often) between(persons/positions) to discuss strategies, time tables and implementation of mandated services.  * Specifically:  * List specific activities that will be undertaken between the two agencies or other specifics of the agreement.  We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.  For For	• I	Project staff being re	adily available to	(agency) f	or service provision
Regularly scheduled meetings	ť	through (describe	arrangements with the age	(agency)	of service provision
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Attachment F  Project Summary - FY 1997/98  Applicant/Grantee Name:  Grant Award Amount: \$162,520 (3) Service	Date			Date	
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o C	ategory B:				vernment estic viol	al victim servicence.	ce oi	rganizati	ons se	erving/p	propos	ing to s	erve vict	tims
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		Com	nunity ]	Educatio	on Prograi	ms/Attendees					/			
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#### OFFICE OF CRIMINAL JUSTICE PLANNING VIOLENCE AGAINST WOMEN ACT (VAWA) S\*T\*O\*P (SERVICES\*TRAINING\*OFFICERS\*PROSECUTORS) RAPE CRISIS CENTER PROGRAM RATING FORM: 1997/98

	Category: oA	оВ
	Control #:	
	Rater #:	
APPLICANT:		
SERVICE AREA:		
PREFERENCE POINTS	2%	5%

	CATEGORY	TOTAL POINTS POSSIBLE
1. 2. 3. 4.	PROBLEM STATEMENT PLAN IMPLEMENTATION BUDGET	200 450 200 125
	TOTAL	975

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I**, **II**, **III**, **IV**, and **V**. Each question is evaluated on the following criteria:

- **I.** Does not respond to the question or was left blank.
- **II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- **III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- **IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- **V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

1.	PROBLEM STATEMENT (Maximum 200 points) (Two pages allowed)	Ι	П	III	IV	V
	<ul> <li>How thoroughly did the applicant discuss the nature/degree of problem of sexual assault in the service area?</li> </ul>	0	20	40	60	80
	<ul> <li>How well does the statistical crime and population data</li> </ul>	0	20	40	60	80
	<ul> <li>support the Problem Statement?</li> <li>Is the required service area map included in the Proposal Appendix and are boundaries, applicant's location, and anticipated location of proposed project clearly shown?</li> </ul>	0	10	20	30	40
2.	PLAN (Maximum 450 points)					
	<b>A. Services Narratives</b> – Responses <b>must</b> meet the requirements set out in the Service Standards (Attachment A).					
	(1) 24-Hour Crisis Line (Two pages allowed)					
	• How thoroughly did the applicant describe how the 24-hour crisis line will be operated?	0	2	4	6	8
	<ul> <li>How thoroughly did the applicant describe the methods used to handle in-coming calls?</li> </ul>	0	2	4	6	8
	How thoroughly did the applicant describe who answers the crisis line and at what locations (including weekdays, evenings, and weekends)?	0	2	4	6	8
	<ul> <li>How thoroughly did the applicant describe their back-up procedures to ensure 24-hour coverage if the crisis line worker is unavailable?</li> </ul>	0	2	4	6	8
	(2) Crisis Intervention (Two pages allowed)					
	How thoroughly did the applicant describe who      was idea this applicant applicant describe who      was idea this applicant describe who idea	0	2	4	6	8
	<ul> <li>provides this service and their minimum training?</li> <li>How thoroughly did the applicant describe the methods used to provide crisis intervention?</li> </ul>	0	2	4	6	8
	<ul> <li>How thoroughly did the applicant describe their practice regarding response-time frames?</li> </ul>	0	2	4	6	8
	<ul> <li>How thoroughly did the project describe their 40- hour sexual assault training program (including</li> </ul>	0	2	4	6	8
	<ul> <li>topics and hours) for staff and volunteers?</li> <li>How thoroughly did the applicant describe the sexual assault training manual, who receives this manual and when?</li> </ul>	0	2	4	6	8
	<ul> <li>How thoroughly did the applicant describe how the crisis line counselors are supervised, who supervises them, and the training of the person providing this supervision?</li> </ul>	0	2	4	6	8

<ul> <li>How thoroughly did the applicant describe the content and purpose of the In-Service training programs for staff and volunteers?</li> </ul>	<b>I</b> 0	<b>II</b> 2	<b>III</b> 4	<b>IV</b> 6	<b>V</b> 8
<ul> <li>How thoroughly did the applicant describe who provides the training and their qualifications?</li> </ul>	0	2	4	6	8
<ul> <li>Is a copy of the Training Agenda included in the Proposal Appendix and does it show the topics and number of hours devoted to each topic?</li> </ul>	0	5	10	15	20
(3) Follow-Up Counseling (One page allowed)					
<ul> <li>How thoroughly did the applicant describe the methods used to provide follow-up counseling services?</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe their</li> </ul>	0	2	4	6	8
<ul> <li>practice regarding time frames for these contacts?</li> <li>How thoroughly did the applicant describe who provides this service and their minimum training?</li> </ul>	0	2	4	6	8
(4) In-Person Counseling (Two pages allowed)					
How thoroughly did the applicant describe the	0	2	4	6	8
<ul> <li>methods used to provide in-service counseling?</li> <li>How thoroughly did the applicant describe who provides this service and their minimum training</li> </ul>	0	2	4	6	8
<ul> <li>requirement?</li> <li>How thoroughly did the applicant describe where these services are provided and the setting where this occurs?</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe who receives this service, when it is provided, and the average number of counseling sessions per client?</li> </ul>	0	2	4	6	8
How thoroughly did the applicant describe the referral procedure to be used if long-term counseling is referred out? Full points if not referred out.	0	1	3	4	6
<ul> <li>If services are referred out, is/are Operational Agreement(s) included in Proposal Appendix?</li> <li>Full points if not referred out.</li> </ul>	0	2	4	6	8
	I	II	Ш	IV	V
<ul> <li>How thoroughly did the applicant describe their screening and selection processes for establishing a long-term counseling referral list? Full points if not referred out.</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe the point at which the clients are referred and to whom?</li> </ul>	0	2	4	6	8
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How thereworks did the applicant describe the	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe the methods used to provide accompaniment services?</li> </ul>	U	2	4	O	o
<ul> <li>How thoroughly did the applicant describe who provides this service and their minimum training requirement?</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe where</li> </ul>	0	2	4	6	8
<ul> <li>these services are provide and when this occurs?</li> <li>How thoroughly did the applicant describe the referral procedure to be used if accompaniment is referred out? Full points if not referred out.</li> </ul>	0	2	4	6	8
• If services are referred out, is/are an Operational Agreement(s) included in the Proposal Appendix and do(es) it/they address the 24 hour requirement? Full points if not referred out.	0	2	4	6	8
(6) Advocacy Services (One page allowed)					
<ul> <li>How thoroughly did the applicant describe the methods used to provide advocacy services?</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe who provides this service and their minimum training requirement?</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe where these services are provided and when this occurs?</li> </ul>	0	2	4	6	8
How thoroughly did the applicant describe the referral procedures to be used if advocacy is referred out? Full points if not referred out.	0	2	4	6	8
• If referred out, is/are an Operational Agreement(s) included in the Proposal Appendix and do(es) it/they address the 24 hour requirement? Full points if not referred out.	0	2	4	6	8
	I	II	Ш	IV	$\mathbf{V}$
(7) Information and Referral Services (One page allowed)					
<ul> <li>How thoroughly did the applicant describe the provision of sexual assault information and referral services?</li> </ul>	0	2	4	6	8
<ul> <li>How thoroughly did the applicant describe who</li> </ul>	0	2	4	6	8
provides this service and to whom it is provided?	0	2	4	6	8
How thoroughly did the applicant describe the resource section of the training manual provided to stoff and volunteers and when they receive it?					
	0	2	4	6	8

		oroughly did the applicant describe the ag and selection procedures for referral es?	0	2	4	6	8
	(8) Communit allowed)	y Education Programs (Two pages					
	approac	oroughly did the applicant describe the h they propose to take to provide education e awareness in the service area regarding	0	2	4	6	8
	How th outreach	oroughly did the applicant describe their n efforts directed toward special population such as minorities and mentally or	0	2	4	6	8
	How th program	oroughly did the applicant describe a content modifications for elderly, child, lescent audiences?	0	2	4	6	8
	<ul> <li>How the sexual a as well</li> </ul>	oroughly did the applicant describe the assault-specific training of these presenters, as any training provided which develops peaking/presentation skills?	0	2	4	6	8
	B. Human Relatio	ns Training (One page allowed)					
	population g	ghly did the applicant describe specific groups in their proposed service area who enced discrimination and prejudice?	0	2	4	6	8
	<ul> <li>How thorou</li> </ul>	ghly did the applicant describe the topics of the training?	0	2	4	6	8
			I	II	III	IV	$\mathbf{V}$
		ghly did the applicant describe when the be provided?	0	2	4	6	8
	<ul> <li>How thorou</li> </ul>	ghly did the applicant describe who will raining and their pertinent expertise?	0	2	4	6	8
	C. Objectives and may be single-s	Activities (One page allowed for each; paced)					
		n Objectives included in the requested nat and do they include the numbers to be	0	3	7	10	14
	• Do the Activ	vities include a time frame for completion? vities include the staffing necessary to Objective?	0	3	7 7	10 10	14 14
	D. Project Summa	nry					
	How thorou	ghly is this form completed?	0	5	11	16	22
3.	IMPLEMENTAT	ION (Maximum 200 points)					

### A. Agency Administration

### (1) **History** (One page allowed)

•	How thoroughly did the applicant describe the	0	2	4	6	8
	agency's purpose and mission?	0	0	2	2	2
•	Is the incorporation or inception date included?	0	0	2	2	2
•	Are the types of victim services programs the applicant has operated thoroughly discussed, including years of operation?	0	2	4	6	8
•	including years of operation? Is required Organization Chart included in the Proposal Appendix?	0	0	2	2	2
•	Does Organization Chart show relationship between governing body, project staff and	0	1	2	3	4
•	volunteers? Are position titles listed in the Organization Chart consistent with those discussed in the Budget Narrative and listed on the Budget pages?	0	2	4	6	8
(2) Fis	scal Management (One page allowed)					
•	How thoroughly did the applicant describe the fiscal management system used by the applicant and will it effectively ensure the integrity of the funds?	0	2	4	6	8
		I	II	Ш	IV	$\mathbf{V}$
_	How thereughly does the applicant describe how	0	2	4	6	8
•	How thoroughly does the applicant describe how incoming and outgoing funds are processed and will this process effectively ensure the integrity of the funds?	U	2	4	0	0
•	How thoroughly does the applicant describe how grant funds are differentiated from other funding sources and will this process effectively ensure the integrity of the funds?	0	2	4	6	8
(3) Da	ta Collection (One page allowed)					
•	How thoroughly did the applicant describe their methods and procedures for collecting and storing	0	2	4	6	8
•	data on program activities? How thoroughly did the applicant describe their methods and procedures for collecting and storing	0	2	4	6	8
•	data on demographics of victims served? How thoroughly did the applicant describe their methods and procedures for collecting and storing	0	2	4	6	8
•	data on services provided to each victim?  How thoroughly did the applicant describe their methods and procedures for collecting and storing data on the number of community education programs presented and the number of persons in	0	2	4	6	8
•	How thoroughly did the applicant describe their methods and procedures for collecting and storing	0	2	4	6	8

(4) Confidentiality (One page allowed)					
<ul> <li>How thoroughly does the applicant describe the process they will utilize to ensure that victim confidentiality is protected?</li> </ul>	0	4	8	12	16
<ul> <li>Does this description include information concerning the content of the applicant's confidentiality policy?</li> </ul>	0	2	4	6	8
<ul> <li>How are staff and volunteers informed of these confidentiality requirements?</li> </ul>	0	2	4	6	8
<ul> <li>Does the applicant's process for informing staff and volunteers support the contention that victim confidentiality will be protected?</li> </ul>	0	2	4	6	8
B. Agency Coordination (Two page maximum)	Ι	II	III	IV	V
How thoroughly does the applicant describe coordination efforts with each of the following disciplines and do these coordination efforts include cross-trainings and membership on joint committees or task forces?  • all Law Enforcement Agencies in the service area.  • all Prosecutors' Office(s) in the service area.  • all Medical Service Providers that conduct forensic	0 0 0	2 2 2	4 4 4	6 6 6	8 8 8
exams in the service area.  • all Victim/Witness Program(s) in the service area.	0	2	4	6	8
C. Operational Agreements	U	2	7	O	0
Are Operational Agreements from all of the agencies in each of the four named disciplines included in the Proposal Appendix and do they:  Describe plans for coordination of services?	0	2	4	6	8
• Identify who provides which services?	0	2	4	6	8
<ul><li>Specify what those service are?</li><li>Indicate they are effective for the current year?</li></ul>	0	2 2	4 4	6 6	8 8
<ul> <li>Have signatures of both parties and dates?</li> </ul>	0	$\frac{2}{2}$	4	6	8
BUDGET, including budget narrative (Maximum 125 points)					
<ul> <li>How well does the budget support the proposed objectives and activities?</li> </ul>	0	5	10	15	20
<ul> <li>How well does the budget minimize administrative costs and maximize direct support?</li> </ul>	0	5	10	15	20
<ul> <li>Does the budget adequately include required Victim Service Conference training costs?</li> </ul>	0	2	3	4	5
Does the budget include adequate line item detail, method of calculation, and justification for the expense?	0	10	20	30	40
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4.

•	How well do the duties, qualifications, and time commitment of project-funded staff support the	0	5	10	15	20
•	objectives and activities?  How well does the budget avoid unnecessary or	0	5	10	15	20
	unusual expenditures which would detract from the accomplishment of the objectives and activities?					